



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/03/2014	Employee Requisition Number <b>ER-15016</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CASE MANAGER</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: COLLEGE OF MUSCOGEE NATION STAFF	Location: Okmulgee	Location Code: 45	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>The Case Manager will be under the direction of the Dean of Student Affairs. This position is to advocate and provide assistance to clients of the Substance Abuse Mental Health Services Administration (SAMSHA) funded MSI-CBO grant so that they may identify and utilize resources available to them and their families. The Case manager will be responsible for providing direct case management and coordinate appropriate treatment for clients, ensuring timely and quality care, assuring retention, providing aftercare, and conducting follow-up activities to ensure the continuum of care, increase success, and assure that GPRA requirements are met. Some travel within the MCN boundaries and out of state will be required.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Knowledge of social services programs and available community resources.</li> <li>2. Skill in interpersonal and human relation, including teaming, collaboration abilities and crisis intervention.</li> <li>3. Ability to work with a team to achieve the goals and objectives of the program.</li> <li>4. Ability to follow CMN guidelines and Grant Policies and Procedures.</li> <li>5. Ability to utilize a computer, MS Windows and MS Office.</li> <li>6. Ability to exercise sound independent judgment establishing work priorities.</li> <li>7. Ability to meet assignment deadlines and interpret established policies &amp; procedures.</li> <li>8. Ability to maintain strict consumer confidentiality at all times.</li> <li>9. Ability to maintain a confident, professional demeanor.</li> <li>10. Knowledge of tribal beliefs and customs necessary to courteously and effectively provide culturally competent services.</li> <li>11. Ability to complete in-depth assessments necessary to advocate, link and refer individual and family with appropriate community resources.</li> <li>12. Develop relationships with community and tribal agencies necessary to improve outcomes for consumer through improved collaboration, integration and infrastructure development.</li> </ol>



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	13. Any and all other duties as assigned.
Minimum Requirements:	A Bachelor's Degree in a mental health related field or higher degree is required with a minimum of (1) one year work experience.
Preferred Requirements:	Excellent oral and written communication, interpersonal and organizational skills.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Certified Case Manager or eligible to seek certification.

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:

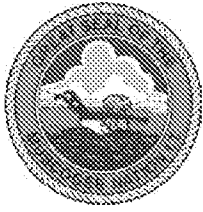
While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |



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**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.